

# Handbook for Member Artists

## 1. Submitting Artwork

The Arts Club of Washington displays original artwork only. Copies and reproductions are not permitted.

### Acceptable Artwork

- Two-dimensional works in any medium, technique, or style are permitted, provided they meet size and hanging requirements.
- Sculpture - must securely fit on 10" × 10" pedestal
- Textiles - must be able to hang on ACW hanging system
- Jewelry - displayed on standard forms or framed for hanging within size/weight limits
- Mosaics - must meet standard weight/size limits
- Fashion - displayed on dress form, hung on wire, or placed on 10" × 10" pedestal
- Video - Email us with your proposal at least 1 month in advance with outlet requirements.
  - Sound allowed only at openings, closings, and workshops

### ARTWORK NOT ACCEPTED

- Work previously exhibited in the last six months in any of the Arts Club of Washington's galleries.
- Work submitted by members not in good standing as per ACW bylaws

### Presentation Requirements

All artwork must be:

- Ready to hang with a secure hanging wire **or** metal hanger compatible with the Walker Hanging System
  - Secure fastening includes using hanging wire attached with **D-rings or screw eyes**.
  - Velcro, tape, or glue **are not considered secure** and will not be accepted.
- Under 45 pounds
- Completely dry to the touch
- If your work does not meet these requirements it will not be hung

### Size & Quantity Limits

- Monthly exhibits: up to 3 pieces, each max 40" × 40"
  - Annual Summer/Holiday - Member Exhibits: up to 5 pieces, no size limit
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## 2. Labeling Requirements

- Each artwork must have a **front label** with: Name, title, media & price at delivery
  - All information should be typed or printed LEGIBLY. **Illegible handwriting risks incorrect labels.**
  - Register works (Artist name, title, size, media, price) in the spreadsheet included in Spilsbury announcements.  
**OR**
  - Provide a list of all submitted works, typed or print legibly at delivery.  
**OR**
  - Email [gallery@artsclubofwashington.org](mailto:gallery@artsclubofwashington.org) with label information.
  - Final wall labels are responsibility of the Arts Club of Washington
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## 3. Delivery & Pickup

Delivery and pickup dates correspond to each exhibition cycle and will be communicated in advance.

#### Delivery

- When: Sunday prior to the First Friday opening, 12–2 PM (unless otherwise communicated)
- Artists (or their representative) are responsible for delivery, unpacking, and removal of packing materials
- Packing materials may not be stored at the Club and will be discarded

#### Pickup

- When: Sunday following the close of the exhibition, 10 AM–12 PM (unless otherwise communicated)
- Artists (or their representative) are responsible for pickup and packing

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#### 4. Promotion (Featured Artists Only)

Send **1–2 JPG images 45 days** in advance to: [galleries@artsclubofwashington.org](mailto:galleries@artsclubofwashington.org)

Promotional uses include:

- Social media
- Press releases
- Digital postcard - printing optional, at artist's expense.

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#### 5. Hanging & Installation

- Spilsbury exhibits: hung by Spilsbury Coordinator + Gallery Administrator in partnership with Featured Artists.
- Summer & Holiday Member Exhibits: hung by Gallery Administrator under direction of the show judge
- Artwork must remain for the full duration of the exhibit
- No moving or exchanging work without approval

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#### 6. Sales

- All sales handled by the Gallery Administrator or other Arts Club staff
- Direct buyers to: Christina Jin, Gallery Administrator, [galleries@artsclubofwashington.org](mailto:galleries@artsclubofwashington.org), 610-299-1978
- Club retains a 25% commission and artists are paid within 30 days of exhibition close
- Buyers complete a purchaser's contract and are contacted to pick up purchases at close of exhibition.
- Artists receive a buyer contact sheet after exhibition close

#### Not For Sale (NFS) Policies

- **Spilsbury shows:** All works must be for sale
- **Member's Exhibit:** 1 of 5 works (20%) may be NFS **IF** 5 works are submitted, If fewer than 5 are submitted, all must be for sale.

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#### 7. Storage Policy

- The Arts Club is not responsible for artwork left more than **10 days** after exhibition close
- After 10+ days, the artist will receive a written notice with a retrieval deadline

- If still unclaimed after a second deadline, the work will be **donated to charity**
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## **8. Miscellaneous**

- All Artwork must be new to the Spilsbury Gallery.
  - The Arts Club is a multi-use space; viewing may be limited during events.
  - Appointments for viewings are encouraged
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